

**MINUTES
LIBRARY BOARD OF TRUSTEES**

July 20, 2010
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Lewis, Budwig, Cox, Croteau, Kuperberg and Vogel

MEMBERS ABSENT: Miles

STAFF PRESENT: Beverage, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage reported that the Melville Dewey Employee Recognition Award for June went to the staff members of Oak View for their coordination and participation in providing an Anniversary party celebrating the branch's 15 year existence.

MINUTES: May 18, 2010

CHAIR LEWIS ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. BUDWIG AND SO SECONDED BY MS. CROTEAU. AS NONE WERE OPPOSED, THE MINUTES OF MAY 18, 2010 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS: None.

ADMINISTRATIVE ITEMS:

Ms. Blassingame asked that the May meeting minutes, approved by the Board, be signed by the appropriate officer. Ms. Blassingame also distributed the Code of Ethics and Acknowledgment of Receipt forms to Mr. Kuperberg and Ms. Vogel, for their review and signature.

DISCUSSION ITEMS:

F-1. Strategic Plan Update

Ms. Beverage distributed a draft of the Library Strategic Plan Table of Contents for the Library Board to review. She explained the development of the document and reviewed each item, including Goals and Objectives, working on the Organizational Competencies and Appendices.

Ms. Vogel asked if the Objectives listed for some of the Goals included a reasonable time frame, and Ms. Beverage replied that the Objective she referenced had actually been completed. A discussion began on the topic of e-rates, grants and expanding Broadband coverage at the Banning and Murphy library branches.

Ms. Beverage will bring a final Library Strategic Plan document to the August Board meeting for the Library Board's review and approval. She clarified that the approved document will be presented to City Council at the September 20th City Council meeting.

Chair Lewis asked if there were any further questions or comments and, there being none, he moved to the next item.

F-2. Library Policy Development

Ms. Beverage confirmed that Board members had received and reviewed the library policies titled **Circulation Services, Visitors During Work Hours, Freedom of Information, and Computer and Internet**, and requested that the Board members suggest revisions or approve the policies as written.

Ms. Beverage explained the development of the **Circulation Services** policy to the Library Board members. Mr. Lewis asked if each division of the library has a policy and Ms. Beverage replied yes.

CHAIR LEWIS ENTERTAINED A MOTION TO APPROVE THE LIBRARY'S NEW **CIRCULATION SERVICES** POLICY: SO MOVED BY MR. KUPERBERG AND SO SECONDED BY MR. BUDWIG. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE LIBRARY'S **CIRCULATION SERVICES** POLICY.

Mr. Budwig asked if many staff accessed the library after hours. Ms. Beverage replied that since the policy, the staff has reduced this activity.

CHAIR LEWIS ENTERTAINED A MOTION TO APPROVE THE LIBRARY'S NEW **VISITORS DURING WORK HOURS** POLICY: SO MOVED BY MR. BUDWIG AND SO SECONDED BY MR. KUPERBERG. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE LIBRARY'S **VISITORS DURING WORK HOURS** POLICY.

Ms. Vogel asked several questions regarding the location of the approved policies and how these policies are introduced to existing and new employees. Ms. Beverage explained that the policies are listed and announced on the Library's Intranet page, and a hard copy is maintained at each service desk, in every branch. A discussion began regarding circulation records. Topics included how the system maintains and deletes circulation records, and what was required in order to obtain library records.

A discussion began with regard to the content of the **Freedom of Information** policy, including where the information came from, and how the third section applies to the Huntington Beach Public Library. It was discussed and decided to make the 3rd section of the **Freedom of Information** policy, ALA Code of Ethics, a separate document.

CHAIR LEWIS ENTERTAINED A MOTION TO APPROVE THE LIBRARY'S NEW **FREEDOM OF INFORMATION** POLICY: SO MOVED BY MR. BUDWIG AND SO SECONDED BY MR. KUPERBERG. THE BOARD ADOPTED AND ACCEPTED THE FIRST TWO SECTIONS AS THE LIBRARY'S **FREEDOM OF INFORMATION** POLICY, AND AGREED TO REVIEW THE THIRD SECTION OF THE DOCUMENT, THE ALA CODE OF ETHICS, AS A SEPARATE POLICY.

CHAIR LEWIS ENTERTAINED A MOTION TO APPROVE THE LIBRARY'S NEW **COMPUTER AND INTERNET** POLICY: SO MOVED BY MR. KUPERBERG AND SO SECONDED BY MR. BUDWIG. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE LIBRARY'S **COMPUTER AND INTERNET** POLICY.

Chair Lewis asked if there were any further questions or comments and, there being none, he moved to the next item.

F-3. Fundraising Foundation

Ms. Beverage reported that the Friends of the Children's Library recently received their 501(c)3 non-profit status and are working with a committee spearheading "Books For Kids" to provide additional books and materials for the Children's collection.

Ms. Beverage reported on a meeting with Randy Kokal, a local philanthropist who offered to assist in organizing fundraisers for the Library, and discussed ideas she'd received. She explained that he would be interested in meeting with individuals who wanted to develop a campaign to raise money.

A discussion began regarding the areas of the library that have the highest need including Sunday hours, new computers, and staff support. Topics also included a need to include the Friends of the Library and of the Children's Library in any fundraising endeavor, to show a united front. Ms. Beverage explained that the amount of time and energy required for a committee of this sort to operate is not feasible when considering staff at this time.

Chair Lewis asked if there were any further questions or comments and, there being none, he moved to the next item.

F-4. PARS Supplemental Retire Program Update

Ms. Beverage reported that the PARS "Supplemental Retirement Program," mentioned at the May 18, 2010 Library Board of Trustees meeting, received an overwhelming response and was approved. She added that 103 employees will retire as of September 30, 2010. Ms. Beverage noted that 8 permanent library staff will be retiring, and only 4 of those positions will be replaced. She also reviewed a proposed Library Services Organization chart that reflects a restructuring of the department, to be presented to the City Council at the August 16, 2010 City Council meeting.

Chair Lewis asked if there were any further questions or comments and, there being none, he moved to the next item.

F-5. FY 2010/2011 Budget Update

Ms. Beverage reported that the draft Budget will be presented by the Finance Department to the City Council at the August 2, 2010 City Council meeting.

Chair Lewis asked if there were any further questions or comments and, there being none, he moved to the next item.

F-6. HB READS Update

Ms. Beverage reported that the HB READS ONE BOOK Committee was transferred from the Human Relations Task Force under Community Services to the Library Services department. She also reported that the title of the book selected by the Book Selection Committee is "Barefoot Heart" by Elva Treviño Hart. She added that HB READS is working on a Public Relations plan, and she will confirm the transfer of the group's donation account from Community Services to Library Services.

Chair Lewis asked if there were any further questions or comments and, there being none, he moved to the next item.

INFORMATION ITEMS:

Ms. Beverage reported that on June 8, 2010 the Library Literacy program received Accreditation renewal from ProLiteracy for the next 4 years.

Ms. Beverage reported that the Concours Board donated \$12,000 to Children's to purchase 13 computers.

Ms. Beverage reported that Cox Cable filmed a 30-second promotional commercial of the Library Services department today.

Ms. Blassingame distributed the Children's calendar for July and August 2010 along with upcoming events and a literacy program update from Oak View.

COMMITTEE REPORTS:

Library Support Organizations:

Ms. Blassingame distributed a flyer for the upcoming Friends of the Library Installation Luncheon and Author lecture on September 17, 2010. Ms. Beverage reported on the October FOTL membership drive.

Ms. Beverage reported on the Friends of the Children's Library "Books For Kids" fundraising event and a related water bill insert.

Mr. Budwig distributed the Orange County, California Genealogy Society agenda for August and September.

CALTAC:

None.

LIBRARY BOARD COMMENTS: Ms. Cox reported on her attendance at the Oak View Awards night.

STAFF COMMENTS: None.

ADJOURNMENT: Chair Lewis entertained a motion to adjourn the meeting. Mr. Kuperberg moved to adjourn the meeting and Ms. Cox seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Don Lewis, Chair